



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, January 14, 2019 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	APRIL 8, 2019

MEMBERS PRESENT

Keith Rudy, President
John Starke, Professional Member
Adam Rones, Professional Member
Floyd Ridgway, Professional Member
Valarie Lacey, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Jennifer Singh, Deputy Attorney General
Lisa Smith, Administrative Specialist II

MEMBER ABSENT

Richard Snyder, Vice President
Barbara Williams, Public Member

ALSO PRESENT

None

CALL TO ORDER

Mr. Starke called the meeting to order at 9:03 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the July 9, 2018 meeting. Mr. Rudy made a motion, seconded by Mr. Rones to approve the minutes as written. By unanimous vote, the motion carried.

NEW BUSINESS

The members of the Board reviewed the 2019 Board meeting dates. Mr. Rudy requested that the date of the July 2019 meeting be changed from July 8 to July 22, 2019. Mr. Rudy made a motion, seconded by Mr. Starke to change the July meeting date to July 22, 2019. By unanimous vote, the motion carried.

The members of the Board reviewed the 2018 Random Audits which were submitted by licensees.

CORRESPONDENCE

None

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business before the Board for discussion.

PUBLIC COMMENT

None

NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, April 8, 2019 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Starke made a motion, seconded by Mr. Ridgeway, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:22 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Smith". The signature is written in a cursive, flowing style.

Lisa Smith
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.